



CAPITAL REGION CALIFORNIA JOBS FIRST  
**LEADERSHIP COUNCIL**  
OPERATING PROCESSES & PROCEDURES

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**Purpose:** To engage in regional visioning process that is inclusive and equitable in process and outcomes pursuant to the vision of California Jobs First (Formerly, Community Economic Resilience Fund or CERF) program.

**Shared Vision:** To advance an inclusive, transparent, co-owned, and subregional data-informed coordinated planning process to develop an economic roadmap plan with prioritized investment strategies to generate high-quality jobs with clear pathways into those jobs and grow a sustainable and equitable economy in the eight-county Sacramento (Capital) Region.

**Inclusion and Equity Defined:** We define an inclusive process as one that actively involves divergent voices and those often least engaged in the subregions of the Capital Region through accessible opportunities in the decision-making process with influence that is valued, appreciated, and encouraged. Equitable outcomes are defined as actions that, shown through data, create economic prosperity in historically disinvested communities and populations throughout the Capital Region.

**Authority:** Will govern the Capital Region California Jobs First Collaborative (Collaborative) with backbone support provided by the Regional Convener and Fiscal Agent, Valley Vision, through a process of transparent shared power of decision-making, and representative inclusivity of the geographic and cultural diversity of the subregions.

**Regional Convener and Fiscal Agent:** Valley Vision. In addition to serving as the regional convener and fiscal agent, Valley Vision coordinates the Leadership Council convenings and meetings. In the absence or inability to fill the coordinator role, Valley Vision will select a Capital Region California Jobs First program partner to serve in such a capacity.



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**Scope of Work:** The Capital Region Leadership Council, the decision-making body of the Collaborative, will, through close, meaningful engagement with the Collaborative, consider recommendations moved forward by the Collaborative (a representation of subregions that advance efforts of the Capital Region California Jobs First as aligned to its purpose and shared vision. Responsibilities will include, but not be limited to the following items:

1. Analyze the attributes, challenges, and priorities of each subregion, as well as the commonalities and intersections among them in order to create a regional vision and strategy
2. Develop clearly defined metrics of success with guidance from the state's process evaluation team that are aligned with California Jobs First program's purpose of building an equitable and sustainable regional economy and fostering long-term economic resilience in the transition to a carbon-neutral economy.
3. Serve in a public leadership role, conducting outreach and engagement across sectors and subregions, with emphasis on disinvested communities to ensure equitable inclusivity.
4. Support efforts of the Collaborative and Subregional Committees, as needed to inform responsive and relevant inclusive engagement toward activity and priority-based actions aligned with the shared vision.
5. Inform development and refinement needs of the governance structure to ensure the coordination and alignment of regional-wide efforts.
6. Facilitate on-going community outreach, engagement, awareness, and involvement.
7. Develop and monitor an implementation effort of the Planning Phase Plan.
8. Work closely with Valley Vision, to provide progress reports toward timely submissions of quarter 1, 2, and 3 monthly reports.
9. Advise and inform equitable budget approaches and sub-contracting



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decisions.

**Membership:** The Leadership Council is an appointed body of up to 44-members and is a decision-making group with at least 12-15 member seats explicit for representatives of disinvested communities (i.e., communities and neighborhoods that have historically been politically marginalized and experiencing a lack of reduced or eliminated capital investments in multiple sectors) established to reflect the Collaborative, Subcommittees, and the diverse geographies of the Capital Region. The following outline indicates the eligible Leadership Council members by representation.

<b>Eligible Members by Representation</b>  <small><i>*at least one seat per subregion designated for disinvested community representation</i></small>	<b>Intended Number of Member Seats for Inclusivity</b>
1. Regional or At-Large Disinvested Communities	[ 10 ]
2. Colusa (Subregion)*	[ 2 ]
3. El Dorado/Placer (Subregion)*	[ 3 ]
4. Tahoe/Nevada(Subregion)*	[ 3 ]
5. Sacramento/Yolo (Subregion)*	[ 5 ]
6. Yuba/Sutter (Subregion)*	[ 3 ]
7. Tribal Entities	[ 3 ]
8. Business	[ 3 ]
9. Labor/Worker Support Organizations	[ 3 ]
10. Regional or At-Large Required Partners	[ 9 ]

Developed by Community Strong Strategies and Innovation Bridge, in partnership with Valley Vision on behalf of the Capital Region California Jobs First Program.





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<b>Total</b>	<b>44</b>
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Leadership Council members reflect individuals representing a diverse cross-sector aligned to the focus of the Capital Region California Jobs First. The following outline indicates the vast sectors of the Leadership Council.

- Business and Business Associations
- California Native American Tribes
- Community-based Organizations
- Community members with lived experience
- Community or Economic Development Agencies
- Education
- Grassroots Organizations
- Employers
- Environmental Justice Organizations
- Health Care Systems/Provider
- K-16 Educational Collaborative
- Labor Organizations
- Philanthropic Organizations
- Regional Climate Collaborative
- Rural and Agricultural
- Worker Centers
- Workforce Entities

### **The Process to Fill Membership:**

1. **Initial Seating:** Individuals interested in serving as a member of the Leadership Council must complete an application form and indicate which membership eligibility they are qualified to represent. Members of the Collaborative and Subregion Committees may identify and invite individuals to complete an application form. A Review and Nominations Ad hoc Committee inclusive of members from the Collaborative and Subregion Committees will review membership interest forms, conduct interviews as needed using a rating rubric developed by Valley Vision for a just and fair process. The recommendations will be made to the full region's collaborative partners to select the Leadership Council members and any future vacant seats will be approved by the Leadership Council on a rolling basis.
2. **Vacancies:** Individuals interested in serving as a member of the Leadership Council must complete an application form and indicate which membership eligibility they are qualified to represent. Members of the Collaborative and Subregion Committees may identify and invite individuals to complete an application form. A Review and Nominations Ad hoc Committee inclusive of members from the Collaborative and Subregion Committees will review membership interest forms, conduct interviews as needed using a rating rubric developed by Valley Vision for a just and fair process and make appointment recommendations to the Leadership Council on a recurring basis to fill seats. The Leadership Council will approve recommended appointees.

## Commitments:

- **Participation:** The Leadership Council members' participation is essential to informing, guiding, influencing, and developing the California Jobs First program and Capital Regional efforts. As such, a commitment of the duration of the planning phase (about one year) is required of the Leadership Council members. The Regional Convener, Valley Vision, will ensure that the paths and methods to engage participation are designed to minimize disengagement. In other words, as Regional Convener, Valley Vision will broker access to engagement and facilitation process resources and tools that assist in maximizing meaningful engagement, including translation support, of diverse participants.
- Attend **virtual/in person** monthly meetings.
- **Absenteeism:** Leadership Council members who miss more than 25% of meetings (unexcused absences) and/or 50% of meetings (excused absences) in subsequent years will be automatically removed from the Council.
- **Meetings:** The Leadership Council will meet no more than once a month. Frequency of meetings may be reconsidered at the discretion and determination of the Council.

**Meeting Agreements:** All meetings will be conducted in accordance with the established shared vision. All meetings will have a published and publicly posted agenda and are open to the public and operate with transparency.

Topics not on the agenda developed and shared with members in advance to a scheduled meeting will not be discussed or considered but may be placed on a future agenda. Actions will be decided by a modified consensus model – Support, Can Live With, Abstain, Oppose – of members present with an established quorum. A quorum is considered the presence of 50% plus one of the total Leadership Council members. All matters submitted for de'



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shall be indicated on the agenda and will be decided by a modified consensus model. Continuity of discussions is essential to the success of this effort therefore alternates will not be seated. Additional staff members of any organization may certainly attend any meetings as the meetings are public. Industry leaders, content experts, and members of the community may be invited to speak and will be placed on the agenda.

**Conflict of Interest:** Members who have a conflict of interest as defined by the Fair Political Practices Act, AB 1797 (January 1, 2003) and any other applicable state law must do the following:

1. Announce the conflict.
2. Describe the nature of the conflict; and
3. Recuse themselves and leave the meeting room until after disposition of the item giving rise to the conflict.

**Chair/Co-Chair:** The general membership of Leadership Council will select a Chair and Co-Chair on a bi-annual basis. The Chairperson shall serve as facilitator of meetings and maintain orderly inclusive procedures as guided by the Leadership Council's shared agreements. The Co-Chair will support the co-facilitation of meetings and serve as facilitator in the absence of the Chair. In the absence or inability to act of both the Chairperson and the Co-Chairperson, the members present shall select one of the members present to act as temporary Chairperson.

**Reporting and Communication Exchange:** The Leadership Council will produce written reports on progress and informational updates to Valley Vision. In addition, the Leadership Council is responsible for operationalizing the practice of information exchange through internal structural and external communications across the Capital Region California Jobs First Collaborative network, including the Subregional Committees.



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**Changes to the Operating Processes:** Any proposed changes to the Leadership Council including modification of the indicated membership by representation, may be considered with a consensus of the appointed Leadership Council members. The changes must then be presented to the Collaborative and communicated to the Subregional Committees.

**Participation Stipends:** We have optional stipends that will be available to all Leadership Council members. We are working to finalize this process and more information will be shared at the January 18th meeting. Leadership Council members may propose a different rate as part of their responsibilities to advise and inform equitable budget approaches.